

(9) **ACTION**

Required. Enter the appropriate action code:

E = entry of a new lease order; or

M = modification to an existing lease order. (See the following section for a description of modifications.)

(10) **VENDOR CODE**

Required. Enter the vendor identification number.

(11) **VENDOR NAME**

Required. Enter the name of the vendor.

(12) **DESCRIPTION**

Required for recurring payment. Enter a 15 character alpha/numeric ID number that will appear as a payment reference number on the vendor's remittance advice. This number may represent the property address or another unique number selected by the landlord

(13) **LEASE TYPE**

Required. This field identifies the different types of leases, such as capital or operating leases:

Space Lease

A = Space - Tenancy at Will Lease;

B = Space - Short Term (< or = 1 yr);

C = Space - Long Term Lease (> 1 yr);

D = Garaging/Mooring/Stabling;

H = Operating Lease - IT Equipment;

I = Operating Lease - Telecomm Equip

J = Operating Lease - Other Equip

K = Operating Lease - Passenger Vehicles

L = Operating Lease - Misc Vehicles

R = Capital Lease - IT Equipment

S = Capital Lease - Telecomm Equip

T = Capital Lease - Other Equip

U = Capital Lease - Motor Vehicle All Types

(14) **COMMENTS**

Optional. Enter any notes about the lease order.

(15) **PV NUMBER**

Required for recurring payments. Enter an eight-digit number. The first four digits must be the same as the code entered for R/ORG, in the DOCUMENT ID field.

(16) **PV START DATE**

Required for recurring payments. Enter the recurring payment start date in month-day-year format (e.g., July 1, 1995 is entered as 07 01 95).